1. Open Excel EOM Document
2. Minimize screen
3. Open STI
4. Highlight desired class period
5. Click on “Student Class Roster” (1st Yellow icon on left)
6. Click on “Print Roster (bottom right picture of printer)
7. Click on “Report Type” drop-down menu arrow and choose “Names Only”
8. Click “Print”
9. On print screen, click on export icon (yellow envelope to the left of print)
10. Click on “Export to HTML”
11. On Export Report box make sure the box for “Open Viewer After Export” is checked
12. Click “OK”
13. Highlight student names \*\*\*If student names are broken up on viewer, do one section at a time\*\*\*
14. Click “Edit” at top left
15. Click “Copy”
16. Click on Excel Document at the bottom of the screen
17. Go to desired placement of names and click on the box
18. Click on “Edit” at the top left of page
19. Click on “Paste”
20. Names should appear automatically
21. Save
22. Repeat for all classes

**Hints for Copy and Paste**

Right Clicking

* Right click on what you want to copy after highlighting and click copy.
* Go to desired placement, right click and click paste

Hot keys

* Highlight what you want copied and press “control C” keys at the same time.
* Go to the desired placement click on “control V” keys at the same time.